

# SAMPLE

In an effort to standardize the application and budget review process this budget sheet needs to be completed and submitted electronically a hard copy attached to the application. It is designed to automatically total each of the amounts entered. Please provide as much detail about your project as possible using the categories listed below.  
\*Once completed save using a different file name.

## EMS Training Grant Budget

### Budget Summary

	Training Grant Request Amount (TGRA)	Agency Share (can be in kind)	Total
1. Project Personnel (Instructor Honoraria)	\$300.00	\$450.00	\$750.00
2. Travel/Lodging/Per Diem	\$492.00	\$0.00	\$492.00
3. Supplies & Materials	\$299.50	\$75.00	\$374.50
4. Other	\$0.00	\$1,050.00	\$1,050.00
Total Project Costs	\$1,091.50	\$1,575.00	\$2,666.50

### Budget Details

#### 1. Project Personnel Salaries/Honorariums

Name & Title of Position	Cost Computation # days/hours @ \$0.00	TGRA	Agency Share	Total
John Smith/EMS Instructor	3 days @ 100	\$300.00		\$300.00
Bill Smith/Agency Education Coordinator	3 days @ 150		\$450.00	\$450.00
				\$0.00
				\$0.00
				\$0.00
Total Project Personnel		\$300.00	\$450.00	\$750.00

\* Please note: As you fill in the Budget Detail tables, the Budget Summary will auto fill.

#### 2. Travel/Lodging/Per Diem

Name of Traveler	Basis/Method of Cost Computation Mileage/ Airfare/Taxi ect.	Transportation Cost (T)	Lodging Cost (L)	Per Diem (PD)	Total T,L, PD	TGRA	Agency Share	Total
John Smith	300 mi @ .585/ 2 nights/3 days Per Diem	\$165.00	\$180.00	\$147.00	\$492.00	\$492.00		\$492.00
John Smith					\$0.00			\$0.00
					\$0.00			\$0.00
					\$0.00			\$0.00
					\$0.00			\$0.00
Total Project Travel		165.00	\$180.00	\$147.00	\$492.00	\$492.00	\$0.00	\$492.00

#### 3. Supplies/Materials

Item	Basis/Method of Cost Computation	TGRA	Agency Share	Total
EMT Text Books (10)	29.95 ea.	\$299.50		\$299.50
Handouts (10 sets)	7.50 ea		\$75.00	\$75.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Project Materials/Supplies		\$299.50	\$75.00	\$374.50

#### 4. Other

Item	Basis/Method of Cost Computation	TGRA	Cost Share	Total
Meeting Room	\$250 per day x 3		\$750.00	\$750.00
Video Equipment	\$100 per day x 3		\$300.00	\$300.00
				\$0.00
				\$0.00
				\$0.00
Total Project Other		\$0.00	\$1,050.00	\$1,050.00